



## BoD Minutes October 18, 2023

This meeting began at 8:30pm via ZOOM.

### **BoD members present.**

Lucas Ferreira (GA) General Chair  
Mike Wardwell (PAC) Admin Vice-Chair  
Rob Copeland (UNAT) Finance Vice-Chair  
Nancy Harmon (PAC) Secretary  
Hugh Convery (GA) Senior Vice-Chair  
Sydney Pepper (DYNA) Age Group Vice-Chair

Brook Kubik (SA) Safe Sport Chair  
Wes Hamborg (WRA) Tech Planning Chair  
Clarice Wasmuth (DYNA) Officials Chair  
Charlotte Foggin (ABSC) Junior Athlete Rep  
Will Guichard (SA) Sr Athlete at-large

### **BoD members absent**

Kevin Sullivan (OAC) Treasurer  
Coaches Chair (vacant)  
Tommie Jackson (CAD) DE&I Chair

Holly Mattson (HURR) Sr Athlete Rep  
Landry Liston (BT) Junior Athletes Rep at-large  
Ben Umbreit (GCAT) Junior Coaches Chair

### **GASI Swimming staff present**

John Pepper, Business Manager

### **GASI Swimming staff absent**

Lora Thompson, Membership Coordinator

### **Others Present**

Karl Krug (SPAC) Governance Chair  
Josie Hadaway (SMAC)  
Rayleen Soderstrom (UNAT)

Oded Ravid (LINS) SWIMS Coordinator  
Astrid De León (SPAC)

### **Call to order, approval of minutes**

L. Ferreira called the meeting to order at 8:35pm. Mission and vision statement of Georgia Swimming (GASI) presented.

**Motion:** R. Copeland to approve BoD minutes from September 20, 2023 (W. Hamborg 2<sup>nd</sup>)  
**Discussion:** no discussion  
**Vote:** Approved by acclimation  
**Resolution:** September 20, 2023, minutes approved

L. Ferreira opened the meeting by thanking everyone for joining and submitting their reports.

- Please continue to post in a timely manner and use the [gaswimboard@gaswim.org](mailto:gaswimboard@gaswim.org) email. Recipients of this email include both board members and staff.
- Please post all reports in document form (not inside email) for ease of publishing to the website. If you have nothing to report, please submit a document that states as such.

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## Officer Reports

**Athletes** (C. Foggin). Present, report submitted.

- Working with J. Hadaway on scheduling and organizing the Swimposium; deciding what should take place each day. Looking for a Speaker from Georgia to speak to the athletes.
- Reorganizing the canned food drive, hoping to make it more competitive within Divisions and teams. One person will be assigned per Division to be the “collector”. All donations will be taken at the Divisional meets. We are shortening the drive to just one month; the focus will be just cans and not monetary donations.

**Discussion:** L. Ferreira asked why only collecting cans when monetary donations were a large percentage in the past? He noted in the past monetary donations exceeded cans and therefore may bring in less overall. C. Foggin replied the athletes realize this and are still discussing monetary donations but want to return to just cans. They want to create a competition between divisions and teams. They’d like to set a goal for each swimmer to collect actual cans and thereby bring more actual cans to the drive. L. Ferreira noted we will do what the athletes want as this is an athlete driven drive.

**Finance Committee** (R. Copeland) Present, report submitted.

Thank you all that attended this month’s Finance Committee meeting last week. It was a very engaging 2½ hour discussion as they closed out the Budget for the fiscal year and discussed other operational issues.

- We are closing out this year’s budget with a \$100,000 deficit. We originally budgeted a deficit of \$14,000. This is due to:
  - Reconciling past accounting errors (\$40,000), moving from Wells Fargo to Truist.
  - Registration collection shows in September being paid by USA Swimming in October (next year’s fiscal year), thereby under receiving of funds. (\$30,000). This will now be fixed year after year as long as we continue to ‘opt-in’ to USAS collecting LSC fees.
  - Overspending (i.e., Zones)
  - In the Budget vs. Actuals PNL Statement, tried to highlight specifically positive impacts, negative impacts, and neutral impacts, by color coding.
- Asked for comments or questions concerning Revenue clarification. None
- Asked for comments concerning the Expense side:
  - W. Hamborg noted that the BoD was told they would be getting an accounting breakdown of expenses. R. Copeland said he has not seen anything from K. Sullivan yet. He will follow up with him and get it to the BoD.

**Discussion:** K Krug asked about what this [budget deficit] will do to us year over year. R. Copeland responded that it is digging into net assets, and we can’t continue this way. We shouldn’t see the issue with Registration in the future and we have put things in place to hold the line on some line items. He was not sure how revenue will be impacted this year, but we have a better handle on our expense side. R. Copeland compared net assets with past assets. Using Guidestar.org 990 documents showed our assets increased over the past few years but dipped last year. He noted that he as a Board member, and the Finance committee as well, is concerned. The new registration format should help. C. Wasmuth asked is there a commitment moving forward to not do these things in the future and were adjustments made for the Registration issue? R. Copeland stated that adjustments have

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been made and USA Swimming, collecting registration funds, will allow us to not see the registration spike we saw this year.

- Accounts Payable:
  - Accounts payable: approximately \$35,00. Trying to see how to clean this up. In the past 19 clubs have paid into this account for their registration. Since we are no longer collecting these funds, we need to figure out how to clean out these funds. We will probably reduce their charges for sanction fees.
- Accounts Receivable:
  - Accounts Receivables contain about \$11,000 that is greater than 30 days past due. The committee has proposed language to address these financial obligations.
    - (Policy manual 6. 3.1.4, group member, 3.2.9, individual member). For the individual, withholding scholarships, travel reimbursement, zone team. For a club, withholding travel reimbursement until obligations are cleared.
  - This is not an emergency but needs to be addressed at the next HoD.

**Discussion:** K. Krug, speaking for the Governance committee asked when this would go into effect, and will it be retroactive? R. Copeland said the start date would be after the April HoD, but more conversation is needed concerning particulars of those who have outstanding debt and have moved on to college. Currently it would apply to anyone with past debt. He felt debt should be cleared prior to giving any money away (i.e., reimbursement from Travel Fund). L. Ferreira stated that an effective date needs to be added. Representatives from the Finance Committee, Governance Committee, and BoD still need to discuss. R. Copeland felt this was not an emergency, and L. Ferreira agreed. It does need to be presented to the HoD.

C. Wasmuth stated that Towels essentially are awards, that wording should be added. We should hold back the issuance of the towels until the balance owed is zero. R. Copeland stated he will amend the document; both towels and Registrations are a large percentage of the outstanding debt.

- The National Travel Fund has been separated out of our operating accounts.
- Discussed outstanding fines. The Finance Committee feels this is a conversation for the Age Group Committee and Senior Committee, not the Finance Committee. Looking into the policy is needed and this is outside of the Finance Committee's purview.

**General Chair (L. Ferreira) Present, report submitted.**

- Attended the Annual Business Meeting (ABM). It was a good experience and learned a lot. In the General Chairs workshop, they taught him a lot, but he realized that they brought them all together but never asked what they needed from them. It specifically reminded him that it is important for us as Board members to listen to our members and ask for their feedback when we are out and about.
- It was announced that they are cancelling the April workshops, and they will now be held in conjunction with the ABM in the fall. All delegates will convene in Denver.
- There is a new LSC Affiliation Agreement that we are mandated to sign. L. Ferreira will sign as General Chair. Two years ago, we (GASI) were the last holdout; this is a better document. He asked that all Board members review and give him any feedback to share with USA Swimming.
- LSC Template, link to collect data on what LSCs charge for various things (i.e., camps, registration). Working with K. Sullivan to gather and submit data to USAS.

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- Board Source is a free tool to all USA Swimming members; an interesting website to navigate. Lots of resources for Board of Directors and Committees. Lots of templates to use. He recommended we look and use it. This normally costs \$100.00.
- L. Ferreira reminded the BoD that he is only calling on Committee Chairs and BoD Members that he feels might need to clarify or have a discussion point based on filed reports. If you have something additional, or you'd like something specific discussed tonight, please let him know in the chat.

## Officials Committee (C. Wasmuth) present, report submitted.

- Officials Website:

Very excited, the Official's website is up and running, J. Pepper, Larry Norcini, and Amanda Hamborg assisted in its development. It is still being polished but the following is available:

- The 1st part is about recruiting.
  - There is a QR code for volunteers. Already have 44 volunteers using the 1<sup>st</sup> form.
  - There is a link for Coaches, MR, and Officials to use.
- Allows you to download a word document that contains the QR code.
  - Can be placed on clipboards, best to laminate if you do so.
  - Can be put on bulletin boards, newsletters, emails.
  - Can make cards to hand out.
- Additional information is available for Meet Referees and Officials.
  - Link to the Officials Newsletter
  - Link to the current Georgia Swimming Officials Certification and Advancement Criteria.
  - Link for our Officials to nominate other Officials who they feel deserve recognition.

Hoping this is single source for Officials, Coaches, Parents, and volunteers interested in becoming a Georgia Official. If anyone would like to see additional information on the website, please contact C. Wasmuth.

**Discussion:** B. Kubik shared that Swim Atlanta was having business cards made up with the QR code on them for ease of giving the information to interested volunteers. B. Kubik noted that she has been making it a part of her timers' briefing and this is a quick easy way to disseminate the information. C. Wasmuth added that if you follow the link on the website there is a page already created that will give you 9 QR codes for placing on the back of timer clipboards. Just cut, laminate, and paste.

- R9 Change

The Goal of R9 legislation is standardization of LSC certification for Officials across all 59 LSCs. The hope is that it will encourage more volunteers to complete their training and therefore increase the availability of officials for developmental meets.

- Pods have been created for each Officiating level (AO, ST, SR, CJ, DR, AR) and recommendations are due by the end of October to the National Officials (NOC) and Coaches Committee. This committee will then accept or modify the recommendations with the goal of standardization of criteria and advancement by the 1<sup>st</sup> of the year.

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- They are reviewing current documentation, and the goal is to ultimately have everyone using the same criteria for advancement.
  - The policy currently on USA Swimming is not what we will be following in the future; the task force will be creating a new policy.
  - Georgia Officials will adapt and support the new AR/DR/SR policy as needed.

Discussion: L. Ferreira noted that this was the only item at the USAS HoD that warranted any real discussion. The NOC was not thrilled about it but the push for standardization came from the coaches. The goal is to facilitate an easier path for Officials and thereby get more Officials into the pipeline and on deck.

- A Junior Officials Program is being developed for 16–17-year-olds. This to be implemented in the Fall of 2024. The hope is to develop future interest as athletes age out of swimming.
  - May officiate at 12 and under meets only, at Stroke and Turn.
  - Will be a 1:1 ratio, 1 adult official to 1 Junior Official.

C. Wasmuth said “It’s a great way for athletes to give back to the sport as well as get their volunteer hours”. L. Ferreira heard that it was the Athletes that asked for this opportunity. C. Wasmuth added that she had hoped that they would allow AO, as many young people are so good with computers. However, that has not been adopted.

## **Administrative Reports**

**Registrar** (L. Thompson) not present, report submitted.

L. Ferreira shared that Registration reports have been submitted for September 2022 and September 2023. Per L. Thompson, renewals last year were unusually high. This year, we received less than half last year’s new registrations and our renewals are down as well. L. Ferreira noted that we projected a 10% decrease but are seeing 50%. We need to keep an eye on this. This was just the first month but if we consistently see a downward trend, it will affect our revenue. We need to follow for several months, perhaps through December, and reassess at that time to see if modifications are needed. If you have any specific questions about registration, please contact L. Thompson.

**Business Manager** (J. Pepper) present, no report submitted.

- LEAP has been filed and passed. Waiting on Affiliation.
- Thank you to M. Wardwell, L. Ferreira, and Greg Gillette for compiling the Short Course records. Working on getting them on the website. G. Gillette is going through long course records. M. Wardwell praised G. Gillette, “He did all the heavy lifting”.

## **Standing Committee Reports:**

**Governance Committee:** (K. Krug) present, report submitted.

- Discussed issue of changing Meet Information after Standards have been posted.
  - Policy and Procedure 6.0.

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- The way the policy is currently written, the committee may propose a change and the same committee may allow the change. The Governance committee feels that this is a never-ending circle and there should be a better system of checks and balances. They feel that any change made after the Meet Information is published should come before the BoD for approval. In the same vein as increasing surcharges for a meet, Governance feels that more members should have input. There are circumstances that changes may need to be made, and this would allow oversight and a path for those changes. W. Hamborg asked for clarification stating, “committees could still initiate a change, but the change would have to be brought before the board for approval”. K. Krug responded that is correct; it allows for oversight. Both W. Hamborg and M. Wardwell felt that this is good for checks and balance and a good safety precaution. S. Pepper agreed and said we are enhancing our transparency, and it is a good check and balance. They (Age Group Committee) are happy to discuss this change. Any further feedback, contact K. Krug.
- Senior Coaches Chair position vacancy.
  - J. Swain has moved out of state. J. Hadaway (SMAC) has been performing the day-to-day duties working specifically on next spring’s Swimposium. She is not sure if this is the way it should be handled.
  - K. Krug noted that Governance discussed this opening, and they have several names that they will be reaching out to gauge interest. The Governance Committee stated that our Board Manual is not clear, and its members need to be clarified.
  - M. Wardwell stated that there should be a coach subcommittee that is to be appointed out of the entire LSC (coach members). They cannot just create a committee. They need to get together and name members to represent them. J. Swain was trying to form this committee. L. Ferreira advised that this is within Governance’s purview to present names for the position of Chairman as we need a Sr. Coaches Chair for the BoD.
- J. Swain was a voting member for the Annual Business Meeting (ABM); he was replaced by G. Gillette. He was appointed by L. Ferreira, as he is a member of the Coach’s committee.

**Discussion:** H. Convery, addressing Governance, thought that there would be at least an initial discussion concerning Conflict-of-Interest. He felt with some of the issues we’ve had with the budget this year and its shortfalls, plus questions he’s had about other things going on, we are putting ourselves in danger of potential liability for financial misdeeds. K. Krug stated that it was discussed briefly but will be a focus in future committee meetings. L. Ferreira shared that there is a policy on USA Swimming website that can be used in the absence of a LSC policy called Statement of Ethics and Conflict of Interest. We are strongly encouraged to have our own and may use this as a template to follow. The Finance Committee has met with those with purchasing power within the LSC to make sure that they are following this policy. A Conflict-of-Interest policy needs to be added to our Policy Manual. W. Hamborg stated that he had signed a Conflict of Interest form each time he had joined the Board, is this not the same? L. Ferreira said that that was a shorter form that was drafted by J. Foggin. Those that have joined the Board as of April ’23 have not signed anything yet. This form is more comprehensive and needs to be part of our governing documents.

W. Hamborg suggested we need an onboarding procedure for new Board Members to bring them up to speed. He asked about Ben Umbreit, Jr. Coaches Chair, noting that he has not been to any of the Coaches Committee meetings nor attended the BoD meetings. He asked J. Pepper, is he on the email list? J. Pepper stated that if he has the GASI email then he should be receiving notifications. He said he asked J. Swain, as he was leaving, if B.

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Umbreit had everything needed and J. Swain said yes. L. Ferreira said the Jr. Coaches Rep is to also sit in on the Finance Committee meetings and he hasn't been there either. J. Hadaway said that J. Swain told her she would be Coaches Chair, but she understands that there is a policy to follow. She did speak with B. Umbreit, and he was unaware that he was to be attending the Finance Committee meetings. J. Hadaway said that someone, not her, needs to let him know his duties. She did add that she had seen some minutes that noted that B. Umbreit was on the committee. L. Ferreira added that he too had seen him listed.

W. Hamborg again mentioned we need to develop an onboarding system that includes a conflict-of-interest clause. We need to address the issue with the Coaches Committee, but we need a system that applies to everyone.

## **Old Business:**

none

## **New Business:**

none

## **Announcements:**

- Next BoD meeting is November 15, 2023, 8:30pm
- Reminder all committees to have their meetings the 2<sup>nd</sup> week of the month, so reports may be submitted in a timely manner.

**Motion:** R. Copeland      to adjourn the October 18, 2023 BoD meeting (M. Wardwell 2<sup>nd</sup>)  
Discussion:                no discussion  
Vote:                        Approved by acclimation  
Resolution:                October 18, 2023, meeting adjourned at 9:45pm

Respectfully submitted:

*Nancy Harmon*

GASI Secretary  
October 27, 2023

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## Submitted Reports

### Athletes Committee



Oct 2023 Athletes Report.pdf

### Senior Committee



Oct Senior Report.pdf



SR LC QTs 23.pdf



SC Senior State 2023 QTs.pdf



2023 Georgia Short Course Senior State

### General Chair Report



23 10 Gneral Chari Report.pdf



24-25-LSC Allilitiaon Agreement.pdf

### Governance Committee



October 2023 Govrenance Report.

### Finance Committee



Budget vs Actuals FY2023 - FY23PL.pdf



Finance Committee Minutes 2023-10-10.

### LSC Membership Reports



LSC Refistration 2022-23.pdf



LSC Transaction Summary Report - G



Reconciliation Discrepancies Wells

### Operational Risk Report



Opertional Risk Report.pdf

### Officials Committee



Officials Chair Report Octo ber 202

### DEI Committee



DEI Minutes 10.12.13.pdf